

# St Bede's School

*'Christian Education at its Best'*



## Assistant Headteacher

Salary L13 – L19

£57,890 - £66,900

Required for Easter 2022

Application Deadline: 9:30am on 25th January 2022

Interview Date: W/C 31st Jan 2022

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

*Belonging*

*Education*

*Determination*

*Excellence*

*Service*

**Ofsted**  
Outstanding  
Provider



## About St Bede's

At St Bede's we are proud to serve roughly 1,900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In January 2017 Ofsted carried out an inspection of St Bede's and judged the school outstanding in every category. The report acknowledged that pupils make exceptional progress in all year groups and in almost all subjects. Disadvantaged pupils and those who have special educational needs and/or disabilities also make rapid progress. The inspection highlighted the teaching in the sixth form as consistently challenging and as a result, students are motivated to learn and achieve excellent outcomes.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and Maths results achieved in the new 9-1 GCSEs. Both departments achieved fantastic results at 4 and 7 grades. St Bede's also saw a steep rise in the number of students achieving the English Baccalaureate.

Measure	2017	2018	2019
Attainment 8	54.9	57.6	58.27
Progress 8	+0.48	+0.68	+0.73
EBACC	43%	49%	54%
EBACC entered	74%	77%	84%
4+ English	84%	86%	92%
4 +Maths	89%	88%	89%

**Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.**

Please see our staff prospectus for further information about working at St Bede's.

*"A zest for learning permeates the whole school. Teachers' high expectations mean that pupils are ambitious for their own futures and approach their learning with determination and resilience."*  
*Ofsted 2017*

Dear applicant,

### **Appointment of an Assistant Headteacher**

Thank you for your interest in this important post.

Due to the expansion of the school the governors have approved an additional assistant headteacher post effective from Easter 2022. The person appointed will have responsibility for data and tracking student progress, whole school literacy as well as other leadership responsibilities including line management of curriculum areas.

As of September 2021 our leadership team consists of:

Headteacher (Adam Powell),  
Deputy Headteacher (Adam Saunders)  
Assistant Head: KS3 (Amanda Adams)  
Assistant Head: KS4 ((Nicholas Blount)  
Assistant Head: KS5 (Karen Tottey)  
Assistant Head: Christian ethos (James Wood)  
Assistant Head: Teaching and learning (Tom Ramsbottom)  
SENDCo (Trecia Douglas)  
School Business Manager (Vanessa Lygo-Baker)

St Bede's is a popular and thriving school. We benefit from the support of three Christian traditions and have an excellent track record in securing academic success, providing a wide range of enrichment opportunities and ensuring an excellent all-round education.

Over recent years, at the request of the local authority, the school has increased its intake from 270 to 330 students each year. We have also been fortunate enough to have seen a significant amount of investment into our buildings and facilities.

St Bede's is a great place to work and an excellent community to belong to. We receive tremendous support from our parent body and a committed group of governors. Our students are actively engaged in all aspects of school life and there is a culture of mutual support and openness.

This is an exciting opportunity for an aspiring or experienced senior leader who has a strong track record of success. If you would like to apply for this post, please read the accompanying job profile and person specification carefully. Please fill in the application form and return it by 09:30 on Tuesday 25th January 2022. Interviews for this role will take place during the week commencing Monday 31st January 2022.

We will be offering potential candidates the opportunity to visit the school on Tuesday 18th January at 09:00 and Thursday 20th January at 13:00. If you would like to visit St Bede's prior to applying then please contact the HR Department to arrange this via [jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk).

I look forward to hearing from you.

Best wishes

Adam Powell  
Headteacher

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**Context**

St Bede's is a voluntary-aided school in which staff are employed by the Governors and are firmly expected to work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. We expect all staff to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

The contractual basis of this post is the current School Teachers' Pay and Conditions Document

**Purpose**

To serve the mission of St Bede's as a Christian school by ensuring the effective learning, well-being and development of all students at Key Stage across and beyond all curriculum areas, so they make good progress.

Leadership range 13-19

**Responsible to**

Headteacher

**Key Accountabilities**

- To lead the development of a strong, inclusive Christian education.
- To be the strategic lead for tracking student progress across all key stages.
- To create and implement key effective intervention strategies across the key stages to ensure all students including key groups of students make excellent progress.
- To oversee reporting to ensure that progress reports for each key stage is high quality.
- To oversee whole school literacy including sharing good practice and leading CPD in this area.
- To be an effective leader and manager: sharing the common vision for the school, setting clear objectives, monitoring and evaluating all aspects of the work and developing new approaches to meet new challenges.
- To involve students and their parents in shaping and evaluating the work and experience across each key stage.
- To be a member of the School Leadership Team, leading and contributing to the development of policies and practice, and the evaluation of all aspects of school life
- To share general aspects of whole school management (e.g. staff appointments, performance management, staff development activities, communicating with staff and parents, organising events...)
- To carry primary responsibility for specific strategic tasks allocated within the team.

## Key Tasks

- Establishing, developing and sustaining an excellent, effective and comprehensive curriculum provision that will meet the needs of all students and express the school's mission and values.
- Establishing, developing and sustaining a comprehensive system of monitoring student progress, based on data and observation.
- Use attainment and progress data effectively to lead intervention and tackle underperformance.
- Organising, developing and sustaining an effective system to communicate and report student progress to teachers, students and parents, including statutory reporting requirements.
- Identifying the needs of individuals and groups of students and how well these are being met.
- Identifying patterns of achievement across curriculum areas and groups of students and why these may occur.
- Communicating the issues and information emerging from monitoring.
- Planning and managing interventions for individuals and groups of students to support good progress and address issues.
- Sustaining a personal "casework" load where issues affecting student progress and development are most serious and providing appropriate support for curriculum and pastoral staff in the management of such cases.
- Sustaining and developing the positive Christian ethos throughout the school.
- Celebrating student academic achievement, commitment and progress .
- Working directly with students, staff, parents and others to ensure strong progress and wellbeing.
- To track and monitor student progress within the key stage and implement effective strategies to tackle underperformance.
- Working with school governors and within the leadership team to develop and articulate policies and practice.
- Contributing to the school's processes for self-evaluation.
- Representing the highest standards and aspirations of the school in all dealings within the school and outside it.
- Communicating effectively with staff, students, parents, governors and external agencies of all kinds.
- To oversee whole literacy including sharing good practice, tackling inconsistencies and leading staff training in this area.

## Person specification

	Essential	Desirable
<b>Christian Commitment</b>	<ul style="list-style-type: none"> <li>• Strong personal commitment to ethos of school.</li> <li>• Able to provide leadership within an explicitly Christian context.</li> <li>• Committed to work with a range of Christian traditions and approaches</li> </ul>	<ul style="list-style-type: none"> <li>• Personally committed and practicing Christian, member in good standing of any denomination served by the school.</li> <li>• Involvement and leadership (formal or informal) in Church life.</li> <li>• Informed and thoughtful about current Christian issues</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Graduate or equivalent level</li> <li>• QTS and post-threshold</li> <li>• Clear evidence of commitment to continuing professional &amp; personal development</li> <li>• Suitably qualified to embark on NPQH programme</li> </ul>	<ul style="list-style-type: none"> <li>• Specific management training (e.g. Leadership pathways)</li> <li>• Have begun or completed NPQH programme or have firm plans to do so</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Established as an effective teacher across the age and ability range</li> <li>• Significant successful experience in a position of curriculum leadership</li> <li>• Good understanding of curriculum issues, policies and practice</li> <li>• Good understanding of assessment and reporting</li> <li>• Good understanding of student progress monitoring</li> <li>• Successful involvement in curriculum development, planning &amp; evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of leadership in “wider” curriculum issues (e.g. Special Needs, ICT, Literacy)</li> </ul>
<b>Academic</b>	<ul style="list-style-type: none"> <li>• Able to analyse, interpret and utilise attainment and progress data.</li> <li>• Good understanding of effective intervention strategies to tackle underperformance.</li> <li>• Strong understanding of effective whole school literacy strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of using SIMS, FFT Aspire, 4Matrix and Alps.</li> </ul>
<b>Pastoral</b>	<ul style="list-style-type: none"> <li>• Established as effective in working with students and parents including taking personal responsibility for dealing with challenging students and parents.</li> <li>• Good understanding of current pastoral issues and practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership of initiatives in pastoral work.</li> <li>• Responsibility for key element(s) of school pastoral policy or practice.</li> </ul>

# Person specification

	Essential	Desirable
Leadership	<ul style="list-style-type: none"><li>• Successful middle leader either as a HOD or as a HOY.</li><li>• Successful and significant experience of leading a team of teachers and/or other staff.</li><li>• Able to communicate effectively to a variety of audiences and in a variety of contexts including public presentation.</li><li>• Experience of leading CPD to all staff.</li><li>• Able to engage with and command respect in working with colleagues at all levels.</li><li>• Successful experience of managing change.</li><li>• Effective in use of IT for management.</li><li>• Successful experience of managing challenging and/or sensitive situations with staff, students, parents and others.</li><li>• Able to hold others to account.</li></ul>	<ul style="list-style-type: none"><li>• Significant successful experience in “whole school” leadership role.</li><li>• Successful experience of role in wider school community (e.g. assemblies, presenting to parents).</li></ul>
Personal	<ul style="list-style-type: none"><li>• Natural authority and confidence in dealing with people and situations.</li><li>• Able to take and enjoy personal and final responsibility.</li><li>• Good team member, good listener and sensitive to people’s needs.</li><li>• Good sense of humour &amp; able to enjoy work.</li><li>• Calm and organised under pressure, able to prioritise.</li><li>• Resilient and determined.</li></ul>	

## How to apply

If you would like to apply please download and complete the following forms which are available on our website:

- Application form for teaching staff - Part 1: Personal Details
- Application form for teaching staff - Part 2: Application Details
- Equality monitoring form

then send them to us with a supporting statement which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

**Please note:** applications for this role will be anonymised; the information given in *Part 1: Personal Details* and the *Equality Monitoring Form* will not be seen by the selection panel. Panel members will only receive *Part 2: Application Details* and any additional supporting statements, to shortlist candidates for an interview. **For this reason, we would ask that you refrain from including your name on your supporting statement; all parts of your application will be annotated with a reference number by HR, on receipt.**

Your completed application can be emailed to:

[jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk)

If you have any queries please contact the HR team by sending an email to [jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk) or ring us on 01737 214048.

**The deadline for receipt of completed applications is 9:30am on Tuesday 25th January 2022.**

We will be offering potential candidates the opportunity to visit the school on Tuesday 18th January at 09:00 and Thursday 20th January at 13:00. If you would like to visit St Bede's prior to applying then please contact the HR Department to arrange this via [jobs@st-bedes.surrey.sch.uk](mailto:jobs@st-bedes.surrey.sch.uk).

We look forward to hearing from you.

Our data protection policy for job applicants is available at:  
<http://www.st-bedes.surrey.sch.uk/3041/data-protection>

